



# ST. CHARLES PARISH

## PERSONNEL OFFICE

P. O. BOX 302 • HAHNVILLE, LOUISIANA 70057

(985) 783-5000 • FAX (985) 783-1216

Website: [www.stcharlesparish-la.gov](http://www.stcharlesparish-la.gov)

V.J. ST. PIERRE, JR.  
PARISH PRESIDENT

SANDRA ZIMMER  
PERSONNEL OFFICER

TO: V. J. St. Pierre, Jr., St. Charles Parish President

FROM: Sandra W. Zimmer, Personnel Officer

SUBJECT: 2012 Annual Report

As per your request for a complete report of the actions of the St. Charles Parish Civil Service Board and the Personnel Office for the past twelve months, I submit the following for 2012.

1. A 3.2% cost of living pay increase was approved for all eligible employees effective 12-24-11. A 1% or 3% merit increase for civil service employees, based on performance evaluations was approved.
2. Service Awards Banquet was given in conjunction with a training seminar on May 10, 2012. Forty-nine employees received certificates for their years of service, and forty-four employees received certificates for perfect attendance. William "Billy" Woodruff III was selected as Employee of the Year. Training was provided by Scott Whelchel, Director of EOC.
3. The Civil Service Board had three scheduled meetings.
4. There were ten in house-grievances filed by parish employees, investigated by the Personnel Officer. There were three appeals to the Civil Service Board.
5. Employment data for 2012 as of 12-31-12: Total parish payroll 542 employees, 346 Civil Service Employees, 37 appointed staff, and others on payroll 159.
6. There were 87 jobs posted, resulting in 42 in-house promotions.

7. Wellness Committee, lead by the Personnel Officer coordinated several events to include Nutrition 101, Portions Seminar and Unwind, A Practical Approach To Coping With Stress Seminar, presented by Blue Cross/Blue Shield. Organized two employee fun run/walk events at the West Bank Bridge Park to encourage exercise and its benefits. Held a biggest loser contest for employees. Eighty employees participated in the weigh-in and a parade of prizes were awarded to the winner and runner-up. A total of over 100 pounds was lost by Parish Employees.
8. Substance Abuse Policy Training was coordinated and scheduled. All Parish Employees were required to attend. Harold Koretzky conducted the training.
9. Coordinated and scheduled benefits fair for Parish Employees attended by all companies providing group coverage for Parish Employees.
10. Coordinated and scheduled pre-employment, monthly random and probable cause and post-accident drug screening for Parish Employees, per Ordinance #91-6-2.
11. Performed all other functions required, which include but are not limited to civil service system interpretation and administration, employee benefits coordination and administration, local, state, and federal law compliance, and employment process which includes recruitment, qualifying, testing and orientation/exit interviews.



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